



Opening and Closing Checks and Review

It is essential that these checks are done each time the kitchen is opened and closed to maintain the basic standards needed to make sure that food is made safely

Opening checks

- fridges and freezers are working properly at correct temperatures
- other equipment (e.g. oven, microwaves, dishwasher) is working properly
- Those in kitchen are fit for work and wearing clean clothes
- Food preparation areas are clean (work surfaces, equipment, utensils etc)
- There are plenty of hand washing and cleaning materials (soap, paper towels, cloths etc)
- No foods are past their 'use-by' date
- There are no signs of pests or pest damaged stock

Closing checks

- No food is left out at room temperature
- No food is kept past its "use by" date
- Dirty cloths have been removed for cleaning
- Waste has been removed
- Food preparation areas are clean and disinfected
- Floor swept and mopped

System Review

- Check the previous weeks diary entries. If the same thing went wrong three times or more you need to find out why and do something about it.
- Consider whether you have implemented any changes which could affect safe food handling methods such as changes to your menu, suppliers, equipment, or new staff.